

EDGEFIELD COUNTY GOVERNMENT
Tax Clerk

The Edgefield County Tax Assessor is seeking qualified applicants for position of Tax Clerk. Job requirements include registering mobile homes and moving permits; contacting mortgage companies to collect taxes; maintaining files and retrieving files; receiving payments; administering fines; assisting customers and other duties as required. Clerical accuracy, mathematical proficiency, and the ability to communicate courteously and effectively are essential job skills. The starting salary range for this position is \$18,562 or greater, depending on qualifications and experience. Edgefield County conducts pre-employment testing for the use of illegal substances, as well as DMV and criminal background checks. This position will remain open until filled by a qualified applicant. Applications may be obtained at the Edgefield Government Building, 124 Courthouse Square, Edgefield, SC or on our website at www.edgefieldcounty.sc.gov

EQUAL OPPORTUNITY EMPLOYER